



Charity N^o 267775

Minutes of the monthly Capel Community Trust meeting held on Monday 27th September 2021.

Present: Dave Busby (DB), Sarah Smy (SS), Sara Waters (SW), Steve Bishop (SBI) Gareth Millar (GM), Stephanie Bonfield (SBO), Jon Bunkell (JB), Derek O’Galligan (DO), Chris Whitely (CW), Stuart Harris (SH)

Apologies: Iain Bramhill Chair (IB)

Approval of minutes July/August 2021

Proposed by **SBO** Seconded by **SS** Voted and agreed by majority.

1: Democratic ¼ hour

SH mentioned that the Trust should write to Iain to thank him for all of his years in service to the Trust.

2: Matters Arising from last minutes

- 2.1 Action on going **JB** will speak with Grahams family.
- 2.2 **SBO** has been waiting to hear from Babergh regarding the drop curb. They mentioned that they don’t have a recognised list of contractors for this. **DB** is going to look further into this.
- 2.3 **SW** is waiting for a quote from another locksmith regarding the locks for the pavilion. **SBI** is looking into replacing the lock on the Hall door.
- 2.4 **SW** and **GM** are currently building an asset and maintenance list. **SW** will distribute when complete.
- 2.5 **SW** is looking into pat testing companies. (not discussed at the meeting, but ongoing)
- 2.6 **SBI** is still planning to look at the doors in the foyer, ongoing.
- 2.7 **SH** will pass **GM** the details regarding the playfield road building at the side of the pavilion.
- 2.8 **SW** and **GM** have met to discuss and have sorted the bins and hedges. No further action.
- 2.9 **SBO** is still trying to get the picnic benches sorted. Ongoing.
- 2.10 **CW,GM,SW** met with the bowls club, please see section 5.
- 2.11 **GM** has looked and an alternative has been suggested regarding emergency access, please see section 7.
- 2.12 **SBO** will let the emergency services know about the codes for the locks at the field. The code is 7832. When the
- 2.13 The hub has been put on hold for the foreseeable future.
- 2.14 please see section 10.2
- 2.15 **SW** is still looking for a hall users rep. See section 4.

3: Finances and Special Purposes

SS reported that there isn’t much to report this month, no special circumstances, no grants to inform us of. All hirers paying and coming through.

SS mentioned that the precept meeting is set for 28th October.

4: Hirers, Customers and Administration

CW,GM and **SW** met with the Bowls club to inform them of the rent changes. Notice has been given on the current lease. They have now paid their arrears. We are now waiting to have another meeting to discuss rent and going forward.

SW mentioned that Katherine who manages the Library might be interested in becoming the Hall users rep for the trust but needed to know more about the responsibilities before committing. It was discussed that **SW** would continue to be the main point of contact for hall users as it is already apart of the Facilities Managers role, and that the Trust would look for two more trustees.

SW informed the Trust that we had lost one of our groups due to not having the times they wished for. **SS** and **SW** will meet to discuss the Orchard Players rent and agreements.

5: Property and Assets repair and maintenance

GM and **SW** met to go over all assets and maintenance, a list has been made and **SW** will circulate when completed.

GM mentioned that the storage cupboards need clearing out and sorted through. It was agreed that we would find an appropriate date to do so (possibly in January 2022). TBC

It was agreed that we would have the council pick up the items that are needed **SW** and **JB** will liaise.

6: Community Association

SBO reported that at the Association meeting, it was agreed that the £3.00 guest membership would stand. All rules regarding masks and table ordering have now been relaxed and it seems to be welcomed by both staff and customers.

It was agreed that the normal Christmas fair wouldn't go ahead this year, so **SW** and **SS** have agreed to do an outside Christmas market as the Trust and Sarah's Coffee Shop.

As it stands staffing is still a huge issue but **SBO** hopes that things will get better as of mid October.

7: Playing Field

GM mentioned that the FC will be moving their training sessions away from the playing field as of the next week.

8: Parish Council

At their September meeting, the Parish Council has recommended refusal of the Capel Grove planning application. We understand that this application is not likely to go before BDC Planning Committee until early 2022.

DO gave an update on the progress of current Trust projects and shared the pavilion "Phase 2" decision.

DO mentioned that **SBI** gave a full and comprehensive update on the Trusts Projects meeting which was appreciated.

With regard to the Trust rent increase program to facility users, a Councillor asked if there was a formula being applied. Thanks to Steve who confirmed there was a formula based on the time and amount of Trust resources being used.

The approach from **DB** to BDC with regard to the Capel Grove development was noted.

DO would like to thank IB on behalf of the Parish Council for his service to the trust and all that he has done .

9: Chairman's Actions.

Iain Bramhill has Stepped down as Chairman.

It was proposed by SS that Christ Whitley stand as chair GM seconded this action and the vote was passed unanimously. Chris Whitely is now the Chair of the Trust.

10: Projects

10.1 Play area

JBO mentioned that there was no change so far, and that the group is still waiting to hear back from some companies.

10.2 Existing Pavilion update

Current pavilion upgrade ongoing. But phase 1 is nearly finished. CW will paint the hatch and surrounding wall soon due to weather deteriorating.

12 Any other business

The trust presented SH with a thank you gift and once again thanked SH for all of his years of much valued service.

It was asked that someone would have the Trusts phone while SW was away W/C 18th October. JB said he would hold the phone for the week.

The meeting ended at 21.15

Action Points

Initials	No.	Action
JB	2	Will speak to Grahams family
DB	2	Quotes for drop curb, on going
SW	2	Locks on pavilion
SBI	2	Find and replace locks on the front door of the hall.
SW,GM	2	Collate and circulate, asset and maintenance list.
GM	2	Will monitor the works on Playing field Road. (On going)
SW	2	Will look for a pat tester to come in.
SBI	2	To speak to the Library and Ben re the doors of the library on going
SBO	2	Will continue with the picnic area
SBO	2	Will give the codes to the emergency services
SW	2	Still looking for a hall users rep
SW	2	Will take and send pics of all areas to send to JB
SS SW	4	Orchard Players rent and agreement
SW JB	5	Sorting out pickup of large items.
JB,SBO, SS	10.1	Play area upgrade ongoing
CW	10.2	Painting of hatch

Next meeting to be held on Monday 25th October in the Vine Lounge at 19.30.